

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
June 26, 2024
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 pm by Matt Vincent

Invocation pronounced by Rev. Margaret Lovejoy

Pledge was led by Matt Vincent

ROLL CALL:

Roll call was made with the following results:

Present:	Matt Vincent - Chairman	Rev Margaret Lovejoy-Secretary/Treasurer
	Evelyn White – Board Member	Robert LeTard- Board Member
	Darwin Pinder – Board Member	Adrian Moreno-Executive Director
	Joyce Anderson – Operations Manager	

Absent:	Missy McClelland – Vice Chairman	Coy Vincent - Board Member
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AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Rev. Lovejoy made a motion to accept the agenda as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Rev. Lovejoy made a motion to accept the May 2024 meeting minutes with a correction to the Roll Call. The Rev. Margaret Lovejoy was present at the meeting. Darwin Pinder seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a brief summary on the Financial Report for the month of May 2024:

The month of May is the 11th month of the Authorities fiscal year which will end on June 30th. Mr. Moreno stated that the month was yet another successful month for the Authority with regards to revenue. The first item of note was in the Hotel Motel Tax Line item where funds were received for the 3rd quarter in the amount of \$350,456.00. This amount was a little less than anticipated but Mr. Moreno will discuss it in more detail in the Director's Report.

The income lines on self-generated revenues closed out more than \$35,000 over budgeted forecast. Two items of note that exceeded forecast on the expense side included equipment for a new phone system and Insurance resulting from the general liability insurance audit premium adjustment.

Year-to-date Income is up \$614,000 or 61% above budget with \$345,000 of that being self-generated revenues. Mr. Moreno once again reported that earlier in the beginning of the fiscal year, the property insurance premium that was received reflected a total budget deficit on operating expenses at over 20%. Management, however, was able to reduce that deficit to just over 2.5% throughout the fiscal year.

The Cash Flow report shows a more accurate accounting as the Authority nears the end of the fiscal year. Currently the estimated cash flow at the end of the year is projected at \$5.2 Million, with still some funding available for minor capital projects and the ongoing arena roof repairs.

Lastly, the Events Receipt Report related very good numbers for the month of May. These figures, however, were significantly lower than the previous year with the Louisiana High School Rodeo Finals being hosted elsewhere.

Evelyn White made a motion to accept the Financial Reports as presented for the month of May 2024. Darwin Pinder seconded the motion. All voted and approved.

OLD BUSINESS:

NONE

NEW BUSINESS:

A. Finance Committee Report

i. Review and discuss proposed amendments to the Fiscal Year 2023-2024 Operating Budget

The Finance Committee met and discussed a proposed budget amendment to the FY 2023-2024 Operating Budget. The amendment was due to the significant increase in the Property Insurance Coverage at the beginning of the fiscal year. The suggested amendment increased the Insurance Line Item to \$300,100.00.

Bobby Letard made a motion to accept the proposed amendments to the 2023-2024 Operating Budget as presented. Darwin Pinder seconded the motion. All voted and approved.

ii. Review and discuss proposed Fiscal Year 2024-2025 Operating Budget

The Finance Committee also met and discussed the proposed Operating Budget for the upcoming 2024-2025 Fiscal Year. Mr. Moreno provided a detailed summary of the budget proposal and discussed some of the more significant changes in the budget. There was a slight increase in the self-generated revenues and interest income on the revenue side while Salaries and Wages and Insurance saw the most increases on the expense side. The budget did reflect a cost of living increase of 4% for eligible employees.

Rev. Lovejoy made a motion to accept the proposed FY 2024-2025 Operating Budget as presented. Evelyn White seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations of the Authority.

Historically the Authority has begun each new fiscal year with excess Hotel/Motel funds that were rolled over from the previous fiscal year above the allocated cap as set by the legislature. This past fiscal year Mr. Moreno noted that the carryover from the Fiscal Year 2023-2024 was in excess of \$350,000. This new fiscal year was also the first year the Authorities cap was increased from \$1,300,000 to \$1,500,000. When the 3rd quarter progress report was submitted for a release of \$550,000 in funding, the Treasure Department stated that only \$350,000 was available in the fund.

After further conversations with the Treasury Department, it was estimated that the actual collections for the current Fiscal Year will not meet the \$1,300,000 previous cap. Mr. Moreno stated his obvious concerns but that this report did not match his forecast and that further research would be needed at the Department of Revenue as well as the local level to ensure that all funding sources were accurately reported.

Mr. Moreno informed the board that he has been approached by a company that is searching for a park and ride location for a relatively large project that will be underway in Cameron Parish next year and should last through the end of 2027. The previous experiences with park and rides and the logistics that arose from this activity raised some concerns and mixed opinions of the board. Mr. Moreno stated that at present no offer has been made but should one come across his desk he will relay this information to the board for further discussion.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss Rev. Lovejoy made a motion to adjourn. Motion was seconded by Darwin Pinder. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, July 17, 2024., at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.